



Indiana Department of Natural Resources

Indiana Coastal Grants Program

Pre-Proposal Guidance

2007 Funding Cycle

Funding Available July 2007

Indiana Department of Natural Resources
Division of Nature Preserves
Lake Michigan Coastal Program

In cooperation with

U.S. National Oceanic and Atmospheric Administration
Office of Ocean and Coastal Resource Management
Coastal Programs Division

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Introduction

The U.S. Congress has made available to states and territories with approved coastal zone management programs, funds for competitive grants for community-based coastal activities. Funding and oversight are provided by the National Oceanic and Atmospheric Administration (NOAA), Office of Ocean and Coastal Resource Management (OCRM). Projects must be consistent with the goals and objectives of the Coastal Zone Management (CZM) Act of 1972 (CZMA, 16 U.S.C. §1451 *et seq.*) and meet the requirements of the CZM Program administered by OCRM. Indiana is making approximately \$800,000 available for the 2007 funding cycle.

The State requires that projects are consistent with the CZM Act. For Indiana, this funding will be administered by the Department of Natural Resources (DNR), Division of Nature Preserves (DNP), Lake Michigan Coastal Program (LMCP). You may visit our website at <http://www.in.gov/dnr/lakemich> to view additional information about the LMCP or to download copies of the application guidance and the application.

Purpose

This document is intended to establish the structure and requirements for Indiana's Coastal Grants Program. The purpose of the Program is to preserve, protect, restore and where possible to develop the resources of the coast for this and succeeding generations and to achieve wise use of the land and water resources of the coastal region, giving full consideration to ecological, cultural, historic and esthetic values as well as to needs for economic development. The LMCP seeks out social, economic, and environmental solutions that balance the use and protection of the coast's valuable, yet fragile, resources. Proposals for projects will be reviewed on a competitive basis utilizing the grant funds available to Indiana.

Eligible Applicants

The following are eligible applicants:

- Units of local government, such as municipalities, townships, counties, and towns
- Area-wide agencies, including county and regional planning agencies
- State agencies
- State colleges, universities, and other state institutions of higher learning
- Conservancy districts and port authorities
- Basin commissions
- Non-profit organizations – 501(c)3 (some restrictions apply)

Nonprofit organizations are only eligible to apply for non-construction/non-acquisition projects as grantees. They may partner with a public entity to perform some or all tasks of a 306A construction or acquisition project, but they may not be a grantee for construction/acquisition projects. Additional information can be downloaded at www.in.gov/dnr/lakemich/grants

Eligible Projects

Funding is available for projects that protect and restore coastal natural, historical and cultural resources. Projects must be consistent with CZM Act. The CZM Act can be found at: http://coastalmanagement.noaa.gov/czm/czm_act.html

INELIGIBLE PROJECTS include, but are not limited to:

- Construction projects on privately owned land without a conservation easement or other public interest
- Large scale, hard structure erosion control projects
- Beach renourishment
- Infrastructure projects related to water and sewer line construction
- Dredging
- Restrooms
- Road and parking lot construction
- Routine maintenance
- General recreational facilities such as playgrounds, ball fields, and courts, etc.
- Wetland or other habitat restoration that is required as a condition of a permit or other regulatory action
- Contaminated site clean up that is required as a condition of a permit or other regulatory action

Eligible Geographic Area

Projects must be located entirely within the LMCP Coastal Program Area, which comprises the northern portion of Lake, Porter, and LaPorte counties, (Map of project area can be found on page 10) unless the applicant can demonstrate that the project will have direct substantial benefits within the coastal region. Lands owned by a Federal entity are excluded from the LMCP Program Area therefore projects may not occur on these lands.

Payment Methods

The LMCP will approve project expenditures on a quarterly reimbursement basis. Thus, the project sponsor is expected to make the initial outlays for the project and then request reimbursement. Payments will be linked to project performance, and payment will be withheld if project schedules and deliverables are not met. LMCP will reimburse grantee using electronic fund transfer as per state law.

Match cannot begin accruing until after NOAA gives final approval and the grant agreement is fully signed.

Application Process for Both Large Scale Grants and Small Scale Grants

1. The applicant must submit a completed pre-proposal to the DNR LMCP. Incomplete project pre-proposals will be returned to the applicant. Applicant will receive confirmation of receipt of pre-proposal via email, or mail if email is not available. **Pre-Proposals due Wednesday September 13, 2006.**
2. The Coastal Advisory Board Grants Committee will review project proposals. They will present their comments and recommendations to the entire Coastal Advisory Board. The Coastal Advisory Board will also decide whether the project proposal should receive Project Priority bonus points. *Applicants are encouraged to attend the Coastal Advisory Board meeting, which is set for September 20th, 2006.*
3. The applicants with pre-proposals that receive favorable recommendation by the Coastal Advisory Board will then work with the LMCP Program Specialist on completing a full application. Plan to attend all necessary workshops and meetings in relation to this process. **Complete applications will be due Friday, December 1, 2006.**

4. The LMCP will review all complete and eligible proposals. The DNR Technical Review Team will provide input on the scientific, engineering, and other technical merits and details of the proposed projects. The Technical Review Team will score and rank projects by using a point system.
5. The Department of Natural Resources will select projects for submission to NOAA for final approval. **PROJECTS MUST RECEIVE NOAA APPROVAL PRIOR TO STARTING. Please understand that the NOAA approval process may take some time; LMCP will keep all applicants updated of the status of their applications.**
6. Applicants at this time must apply for and receive 1) Section 106 Approval 2) Environmental Review 3) ALL necessary state and local permits. LMCP staff will assist with the application process for the various reviews.
7. Once the LMCP is informed by NOAA of application approval (est. August 1, 2007), the grantee and Department of Natural Resources will sign a grant agreement. **Project may begin only after all necessary parties have signed the Grant Agreement.**
8. The LMCP will provide the grantee with a Grants Manual to assist in the administration and completion of the project, as well as conduct a Project Start-Up Meeting.

Pre-Proposal Format

The Pre-Proposal application is available for download from

<http://www.in.gov/dnr/lakemich/grants/coastalgrants.html>

Deadline for Submission

The original signed Pre-Proposal application, 3 copies, and 1 electronic copy (via email or CD) must be received on or before the close of business (4:00 p.m. C.S.T.) on **September 13th, 2006**.

The electronic copy may be e-mailed to coastal@dnr.in.gov

Grant Pre-Proposal applications may be mailed or hand delivered to: *Office Hours are 8:00 am-4:00 pm*

Lake Michigan Coastal Program
Indiana Dunes State Park
1600 North 25 East
Chesterton, IN 46304

Additional pieces of information such as maps, photos, drawings, etc. may be submitted, but should be limited to only essential information. Letters of support demonstrating community support for your proposed project are encouraged, but not necessary.

Coastal Advisory Board Project Priorities

The CAB is made up of 27 appointed members representing various stakeholders in the Lake Michigan program area. Included in this Guidance is the list of Coastal Advisory Board (CAB) project priorities. Preference is given to those projects that address one or more of these priorities. Each funding year priorities will be determined by the CAB prior to the Coastal Grants RFP. Visit www.in.gov/dnr/lakemich to view the 2007 Funding Cycle priorities.

For more information about the CAB please visit our website:

www.in.gov/dnr/lakemich/board/index.html

Large Scale Grant Projects

Large Scale Grant Scope of Projects

Projects that may need up to 18 months for implementation would fall under this category. Projects should be able to stand alone without being dependent on the completion of other work that may or may not be completed. All projects must be designed using sound environmental and engineering principles and be consistent with current federal, state and local laws. In addition, construction projects are required to obtain all necessary federal, state, and local permits before construction may commence. For construction projects, all funds shall only be used for projects on publicly owned or leased land, or land for which a long-term easement has been obtained for the life of the project (a minimum of 20 years). For land acquisition projects, a deed restriction will be placed on the property at the time of closing. Funds will not be used solely to improve private property or for other private enterprises. A compelling public benefit and commitment to maintenance of the project must be shown to receive funding.

Large Scale Grant Match Requirements

All LMCP Coastal Grants Program projects require a 1:1 match.

Funding Limitations

A guideline of no more than **\$100,000** per Large Scale grant request will be used to evaluate low-cost construction proposals. A maximum request of **\$150,000** applies only to Acquisition projects.

PROJECT CATEGORIES

§306A Low-cost Construction

Projects that result in the physical change of property and involve the use of machinery or hand tools, includes the construction of man-made structures for the purpose of public access and includes habitat restoration practices. Projects must occur on land for which a public interest is held. Due to Federal funding restrictions projects can not occur on Federally owned property. **Must be within an Area of Particular Concern, see 9.**

- Natural Area Restoration – Habitat corridors, Invasive Control-both aquatic and terrestrial, Hydrologic Modification, etc.
- Recreational / Public Access Improvement – Public Access, Passive Recreation, Education, Marquette Plan recommendations, Native Landscaping, etc.
- Cultural/Historic Restoration – Coastal related significant sites

§306A Acquisition

Projects that involve the acquisition of land from willing sellers of fee-simple or other public interest in land (e.g. purchasing an easement for a public right-of-way, acquisition of historic/cultural resources for public use, acquisition of tracts of land for the purpose improving the connectivity of stream corridors and habitat and for improved public access.) However, land purchases are limited to: (1) areas that provide or improve public access or (2) that provide preservation of a significant natural resource. Acquisition may also include the purchase of easements, entering into leases, and purchase of development rights. For more information see Special Note below. **Must be within an Area of Particular Concern, see page 9.**

- Natural Area Preservation – Habitat Corridor, Wetlands, Areas with Significant Features, etc.
- Recreational / Public Access Improvements – Pubic Access (fishing, trails, etc.), Passive Recreation, Education Based (outdoor labs, etc.)
- Cultural/Historic Preservation – Coastal related significant sites

§306 Planning/Coordination/Management

Projects that assist communities and organizations in the coordination and planning for the management or restoration of natural, cultural, and historical resources in the coastal area. Projects may include improvements in coordination and planning as well as resource management planning and diagnostic studies.

- Natural Area Management Planning
 - Species Specific
 - Group Specific (passerine, reptile, etc.)
 - Habitat Type Specific
 - Threat Specific
- Recreational / Public Access Planning – Greenways/Blueways, Public Access, Passive Recreation
- Cultural/Historic Resource Management – Management Plans, Diagnostic Studies
- Comprehensive Resource Planning

§306 Education/Outreach

Projects that improve the connection between the public and the natural, cultural, and/or historical resources of Indiana's Lake Michigan watershed. Projects may include activities which meet Indiana state approved curriculum guidelines that would not normally be introduced to students. Projects may also include the creation of topic specific training, outreach materials, workshops and conferences that will increase opportunities for citizens to participate in decisions and maintenance of projects affecting Lake Michigan and the Coastal Program Area.

- Natural Area Management Training
- Recreational Opportunity / Public Access Awareness
- Cultural / Historical Education / Awareness
- Comprehensive Education / Outreach
- Natural Resource Outreach / Awareness

A Special Note on Acquisition:

Acquisition of land is an eligible project. Acquisition may also include the purchase of easements, the entering into of leases, and the purchase of development rights. However, land purchases are limited to areas that provide or improve public access or that provide for preservation of a significant natural resource. Additional documentation and a professional appraisal are required for acquisition projects. The LMCP also requires consent from the willing landowner to purchase or place an easement on the land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing.

You must provide an acquisition cost analysis in your budget. In addition, please include the following information for any parcel of land to be acquired:

- Parcel number;
- Acreage;
- Estimated value of land;
- Estimated value of improvements;
- Total estimated purchase price;
- Certification of title;
- Clearly discernible location map showing property lines of proposed acquisition and existing structures;
- Review for potential contamination (if applicable); and
- Any other pertinent information to the acquisition.

A deed restriction will also be placed on acquired lands at the time of the closing identifying the use of Federal Funds in the purchase of said parcel.

Under federal guidelines, only units of government, or other public entities are eligible to apply for and receive acquisition funds. Acquisition applications may include direct costs associated with the acquisition of land and water including appraisal costs but must exclude such costs as legal fees and court costs. If an actual appraisal, completed after award of funds, results in a purchase price higher than the amount applied for, the grant award will reimburse only the original estimated amount.

Small Scale Grant Projects

Beginning in 2003 the Lake Michigan Coastal Program annually allocates a limited amount of funds to serve short term requests for funding from the coastal community. **The projects are to be short-term in duration and small in scope** and use the same pre-proposal as the Large Grant program.

Project Categories:

- **Outreach and Education** - includes ideas such as public participation processes, information kiosks, symposiums, conferences (cannot cover food costs), etc.
- **Resource Management** – projects such as GIS data collection, aerial photography, land use planning and other projects that allow for better resource management.

Eligible Entities

All entities eligible for the annual Large Grant funding cycle are eligible to apply for Small Grant funds (including non-profits). The project must occur within the Coastal Area and address Coastal Issues.

Small Scale Match Requirements

- Request for funds cannot be more than \$5,000
- Projects must be matched *at least* 50/50 or 1:1.
 - A \$5,000 request must be matched with \$5,000 of non-federal cash or in-kind services for a total of \$10,000.
 - Must follow same accounting standards as large grants.
- All funds are distributed on a reimbursement basis.

Small Scale Project Limitations

- A project can receive LMCP small grant funds only once during the project life.
- An applicant can only have one request funded at a time.
- Projects cannot involve construction, land acquisition or restoration.

Timeline for Small Grants

- For the first round of grants applications are accepted at the same time as the regular large scale grants. (In the future the timing may be more flexible)
- Projects must be ready to begin within 30 days of approval, pending a signed grant agreement.
- **Projects must be totally completed within six months**, including all paperwork and requests for reimbursements.

Areas of Particular Concern for §306A Projects

Lake Michigan Coastal Program Document

Chapter 8, Page 335 – 349

<http://www.in.gov/dnr/lakemich/pdf/feis-iich5-ptvi.pdf>

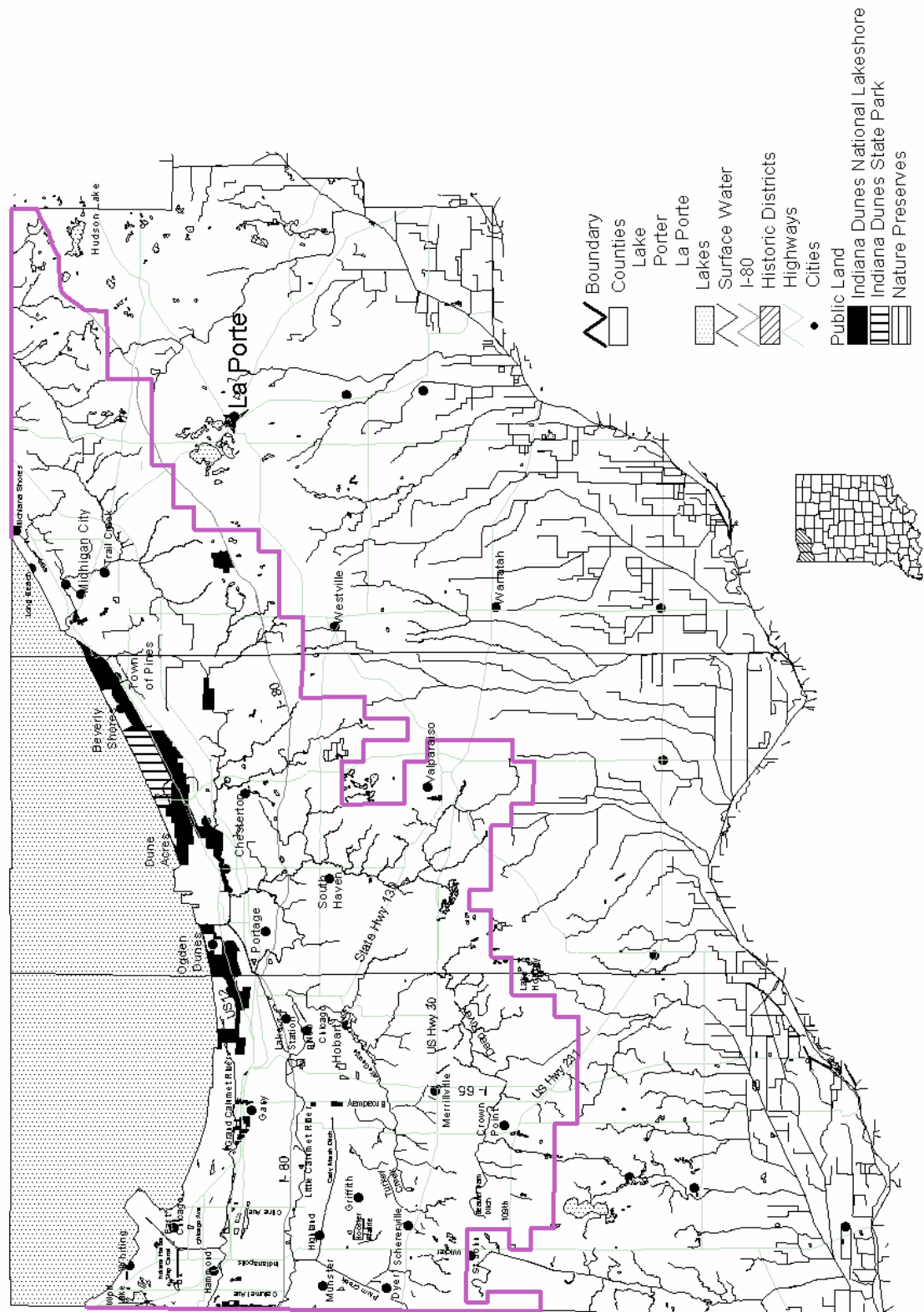
(or <http://www.in.gov/dnr/lakemich/pdf/Coastal%20Areas%20of%20Significance.pdf>)

At this time the APCs are broad, but as the program continues to develop, specific sites will be designated through an annual nomination process conducted by the Coastal Advisory Board.

- Areas of unique, scarce, fragile or vulnerable habitats
- Areas of historical significance, cultural value, or substantial recreational value or opportunity
- Areas of high natural productivity or essential habitat for living resources, including fish, wildlife, endangered species, and the various trophic levels in the food web critical to their well-being
- Areas needed to be protect, maintain, or replenish coastal lands or resources including coastal flood plains, aquifers and their recharge areas, sand dunes, and offshore sand deposits
- Areas where development and facilities are dependent upon the use of, or access to, coastal waters or areas of unique features for industrial or commercial uses or dredge spoil disposal

Areas where if development were permitted, it might be subject to significant hazard due to storm, slides, flood, erosion and settlement

Lake Michigan Coastal Program Area



Pre-Proposal Directions

1. Type of Project and Corresponding Project Objective

Choose either a Large Scale Grant or Small Scale Grant and choose ONE corresponding project objective.

2. Project Title

Enter in your project's title

3. Organization Applying

Select from the drop down box the organization type sponsoring the project.

4. Applicant Contact Person and Address

Enter in the name and address of the person responsible for the submitting the application. That may include the person/people that completed the application or the representative of the organization that submitted the proposal. It is important that the contact is knowledgeable of all aspects of the project, as they may be contacted for clarification.

5. County where project is located: (select all that apply)

Select from the drop down box all of the counties that the project would be located in or affecting.

6. Total Project Cost

Enter the project cost, includes match and LMCP request amounts

7. LMCP Share

Enter the amount requested

8. Applicant Share

Enter the amount applicant would be providing as match, MUST AT LEAST BE EQUAL TO LMCP REQUEST (1:1 match rate).

9. Brief Summary of the Project

In 300 words or less describe the need, goals, objectives and measurable outcomes of your project. Discuss partnerships, outreach mechanisms and implementation of the project.

10. Preliminary Project Budget: Provide estimated information of use of federal funds and source and use of match.

- Personnel This category refers only to persons on the regular payroll of the sponsoring organization. Companies employed on a contractual basis for the sole purpose of working on the grant-assisted project are accounted for in the "Contractual" line-item. Workers engaged by the Grantee on an hourly or salaried basis are considered to be the Grantee's employees. Employees hired to work on the grant project must be selected from a pool of applicants located after advertising in local papers or otherwise making the position known to potential candidates.
- Volunteer Personnel This refers to persons who donate their time towards the completion of the grant-assisted project. Volunteer time is valued at minimum wage (\$5.15/hour) unless other arrangements are made in advance with the Lake Michigan Coastal Program. While volunteer time can make up the entire matching share amount, it cannot exceed that amount. Note that, in

general, the State prefers to fund projects that include little or no volunteer personnel time, since it is often difficult for the Project Sponsor to keep volunteers working on a set schedule.

- Fringe Benefits Fringe benefits for paid personnel are an allowable cost.
- Travel Approved expenditures made for travel will be reimbursed by the State at the current rate paid by the State of Indiana. Travel expenses can only be reimbursed in accordance with the State Travel Policies and Procedures as specified in Financial Management Circular (#97-1.1). If the project involves travel outside the State of Indiana, please note this in the budget separately and provide a justification in the Project Description. Mileage rate for the State of Indiana is \$.40 per mile.
- Supplies Only those items necessary for the completion of the project may be purchased under this grant. Documentation for each purchase (in the form of invoices and canceled checks or similar documents) will be required in order to receive reimbursement. Note that any single item costing more than \$5,000 is considered to be equipment, and not a supply item. Grant funds cannot be used to purchase equipment without advance written permission from the Lake Michigan Coastal Program.
- Contractual: Personal or Professional Contractual Services
Grantees often must hire additional staff or contract with consultants and/or contractors to complete grant projects. In either case, an open selection process must be used to ensure that qualified workers are engaged at a reasonable price. In many cases, a Grantee finds it advisable to engage a professional or consultant to serve as the principal investigator on the project or to provide some other specialized service. Consultants are hired on a contractual basis, usually agreeing to provide a certain product or service for a fixed price.
- Signage (temporary and permanent)
This is required of all §306A projects. Therefore costs associated with the creation and installation of signage is reimbursable or can be used as match. Please include these costs into your budget. Grantees must erect at the site of any construction or restoration project, and be maintained during construction, signs satisfactory to the DNR, that identify the project and indicate that the project is being funded under the Coastal Zone Management Act by NOAA Office of Ocean and Coastal Resource Management and the Indiana Department of Natural Resources Lake Michigan Coastal Program. The Grantee shall also maintain a permanent plaque or sign at the project site with the same information. **The LMCP has printed a number of signs that will be utilized as a permanent sign and will be provided free of charge; however temporary signage is the responsibility of the grantee.**
- Other Costs which do not fall into any of the above categories should be entered on this line. Examples of items often accounted for here include printing and publishing expenses. Please indicate the nature of any expenses listed in this category. Note that construction projects often require the formal advertisement of bidding opportunities in several newspapers. These costs should be included in the project budget.
- Indirect Costs Indirect costs, those costs of an organization that are not readily identifiable with a particular project or program, within the proposed project budget are **not** allowed. Examples of indirect costs are: the costs of operating and maintaining buildings, grounds, and equipment, and depreciation.

Matching Share

The matching share is the amount of funding the Project Sponsor is responsible for having "up-front", and at a minimum is equal to the specified match for the total requested funds. Federal funding can not be used as a match. State and local funding can be used as a match. The match may be in the form of cash or 'in-kind' services or a combination of the two. Cash includes salaries, travel expenses (at not more than the approved state rate-see application), and purchase of equipment, supplies and other reasonable items associated with the projects. An 'in-kind' match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or staff donated by a third party. Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period.

Please indicate the source of matching share. The dollar amount, source of match, and total for each match category must be included. There are three categories of matching share:

Cash. When grant recipients use their own funds to purchase goods or services specifically for the grant project (i.e., goods or services which recipients would not otherwise purchase as part of their own on-going programs), or when a third party donates cash to the grant recipient for the same purpose, it is considered to be a cash donation to the grant project. This would include situations where grant recipients use their own funds to hire a temporary employee or a consultant solely and specifically to work on the grant project, where they use their own funds to purchase supplies for use on the project that are not ordinarily stocked in their own supply room, or where they receive cash from a third party to help them do either of the preceding activities.

In-kind Services and Goods When grant recipients arrange to perform some or all of the grant work by using their existing staff and by drawing supplies from their own supply room, or when a third party draws on its own existing staff and supplies to assist the project, it is considered to be an in-kind donation to the grant project.

Overhead rates may only be used as match. If the Grantee chooses to include overhead as match, the Grantee must inform LMCP of what is being used and how the rate is calculated. Subsequently, for any staff time being used as match, the Grantee must provide LMCP documentation of what is included in the staff member's match rate.

Volunteer Services When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Establishing the value of volunteer services can be difficult. If the volunteer is normally a paid professional in a given field of endeavor, and is providing free services in that same field, then it is usually possible to value the volunteer's time using their regular hourly rate of pay. For example, the time an attorney spends doing data entry work for a project is charged at the rate paid to data entry operators. If the attorney volunteers legal work for the project, the attorney's volunteer time is charged at the rate paid an attorney. The Indiana Department of Workforce Development publishes average wages for most Indiana jobs and industries. Wage information can be found at <http://www.in.gov/dwd/inews/lmi.asp>.

However such an arrangement must be approved in advance by the Lake Michigan Coastal Program. Ordinarily however, volunteer services are valued at minimum wage (\$5.15/hour). Accurate time sheets must be kept to document the amount of volunteer services perform.

11. Budget Description

Describe the use of the funds as well as the source of the match.

Staff Contact Information

Indianapolis Office:

Indiana Department of Natural Resources
Division of Nature Preserves
Lake Michigan Coastal Program
402 West Washington, Room W267
Indianapolis, IN 46204
Fax: 317-233-0133

For General LMCP related questions:

Mike Molnar

Program Manager
mmolnar@dnr.in.gov
317-233-0132

Patti Schmid

Program Assistant
pschmid@dnr.in.gov
317-234-3985

Indiana Dunes State Park Annex Office:

Indiana Dunes State Park
Lake Michigan Coastal Program
1600 North 25 East
Chesterton, IN 4634
Fax: 219-926-9775

For Grant Program related questions:

Jenny Orsburn

Program Specialist
jorsburn@dnr.in.gov
219-983-9912

For 6217 Program related questions:

Joe Exl

Coastal Nonpoint Coordinator
jexl@dnr.in.gov
219-921-0863

For more information on the Program in general visit: www.in.gov/dnr/lakemich